



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

Thank you for your interest in the City of Germantown. Currently, the City of Germantown has over twelve thousand vendors and is not always able to match vendors with Bids/RFP. In an effort to make sure all vendors are able to get current Bid/RFP information, the Purchasing Division utilizes the City's website to advertise any items over \$10,000. Please view items that are currently available at the following "Doing Business/Bid Opportunities" link:

<http://www.germantown-tn.gov/index.aspx?page=878>

Also, vendors are encouraged to follow the link below to the City website and sign up to receive Bid/RFP opportunity reminders using the e-notice tool. Notices will be sent as Bids/RFP's are issued. You can also choose to receive additional information from the City specific to your interests and subscribers can opt out at any time. Access the City e-notice tool at the following link:

<http://www.germantown-tn.gov/index.aspx?page=21>.

Finally, we have attached a vendor application and W-9 for you to complete so that you can be entered into the City's Financial System. Please feel free to contact the Purchasing Division via E-mail at Purchasing@germantown-tn.gov or by phone at (901)757-7260 if you have any questions or would like to receive information on any bids/RFP's currently listed on the website or questions about the City's Purchasing Division.

Thank you,

Lisa A. Piefer

Lisa A. Piefer
Purchasing Officer

City of Germantown Purchasing Division
1930 S. Germantown Road
Germantown, TN 38138
Phone: (901) 757-7260 Fax: (901)757-7258
E-mail: Purchasing@germantown-tn.gov

City of Germantown Purchasing Division
Vendor's List Application

☐ New Application ☐ Information Change

1. Vendor name and mailing address for bid forms and purchase orders: _____

2. Mailing address for payments (if different from Item 1): _____

3. Representative to contact on bids, proposals or quotes:

Name _____ Title _____
Telephone _____ Fax _____
E-mail _____

4. List items or services your firm would be interested in providing to the City of Germantown:

5. Tax Information required for the City of Germantown's permanent vendor files. All individuals and companies receiving payments from the City of Germantown are required to complete a W-9 form and the information below.

In compliance with the Tax Equity and Fiscal Responsibility Act of 1982, please provide the following tax information for your company as requested on IRS form W-9:

a. Legal Company Name: _____

b. Corporation Status: _____ Yes or _____ No

c. Federal Employer Identification Number: _____

d. 1099 Requirement from the City of Germantown: _____ Yes or _____ No

i. Please state the reason that you may be exempt from receiving a Form 1099 in order to prevent withholding: _____

I hereby certify that information supplied herein is correct to the best of my knowledge.

Signature and Title of person signing _____